

Travel Expenses
Hold
APR
CONFIDENTIAL

OGC Has Reviewed

3 October 1946

MEMORANDUM TO: Mr. Lawrence R. Houston
General Counsel
Room 226, Administration Building

SUBJECT : Travel Allowances for Prospective Employees

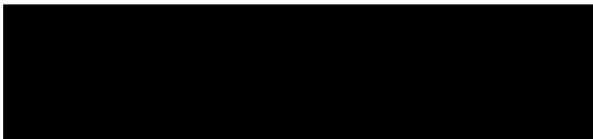
Reference : General Counsel's Memorandum dated 24 September 1946

The subject memorandum covers the assessment expenses problem quite thoroughly. The only suggestion that can be offered is as follows:

Your attention is invited to paragraph 1, subsection (2). It is stated that if there is a gap between date the employee is assessed and the date of entry on duty the employee may not be paid per diem during that time nor may the appointment be made retroactive to the time of assessment approval. While this holds true in the case of vouchered employees, it is possible under Special Funds arrangements that an appointment might be made retroactive to a period of 1 or 2 days following the date on which the subject involved was assessed.

I trust when you mentioned the fact that appointments will not be made retroactive you were not including this procedure in your statement. It might also be suggested, if it is proper to include it in the staff memorandum, that the individuals in each branch handling personnel be advised to start personnel actions on those people who will be paid from vouchered funds prior to the time of assessment. This step will go a long way toward reducing the length of time involved between assessment and the date of entrance on duty.

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Asst. Administrative Officer
Office of "B" Deputy
Special Operations

~~Attachment: Memo of 24 September 46~~

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